



Position Description

Position Title:	Firefighter/EMT	Position Code:
Department:	Fire	
FLSA Status:	Non-Exempt	
Revised:	03/01/2011	
Emergency Status:	Emergency Essential	
Organization:	City of South Padre Island	
Address:	4601 Padre Blvd, South Padre Island, TX 78597	
Work Location:	South Padre Island Fire Department	
Web Address:	www.MySPI.org	

Leadership

Supervisor:	Lieutenant
Direct Reports:	None

Position Purpose

Protects life and property by performing fire suppression, basic life support (BLS), hazardous materials and fire prevention duties. Maintains fire equipment, apparatus and facilities.

Essential Functions

- Performs fire suppression activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
- Performs first responder activities including administering basic life support (BLS).
- Participates in fire drills, attends classes in fire suppression, emergency medical, hazardous material and related subjects.
- Receives and responds to fire calls and alarms. Operates radio and other communication equipment.
- Participates in the inspection of buildings, hydrants and other structures in fire prevention programs.
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment to include care for the grounds around the fire station.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting hazardous materials and first responder activities.



- Performs rescues such as water, vehicle, trench, high angle, elevator, body recovery, confined space or any other rescue as needed.
- Presents programs to the community on safety, medical and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Performs basic life support (BLS) and advanced life support (ALS) activities.
- Participate in Fire Prevention activities.

Secondary Functions

- Assists in department supervisory and administrative activities as assigned.
- Assists in training new employees as assigned.
- Attends classes that are required to maintain certifications.
- Performs minor repairs to departmental equipment.
- Performs all other duties as assigned.

Capital and/or Fiscal Responsibility

Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.

Credentials (minimum preferred)

Knowledge/Skills/Abilities

- Working knowledge of driver safety.
- Working knowledge of basic life support (BLS).
- Ability to learn the operation of fire suppression and other emergency equipment.
- Ability to learn to apply standard firefighting, first responder, hazardous material and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to analyze complex situations and problems, and use sound judgment in drawing conclusions and make decisions.
- Ability to act effectively in emergency and stressful situation.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to establish effective working relationships with employees, other agencies and the general public.
- Ability to meet the special requirements listed below.



- Ability to work through hazardous weather conditions such as hurricanes.

Formal Education/Certification/Licenses

- Completion of a recognized fire recruit training academy or equivalent courses.
- Must possess, or be able to obtain by time of hire, a valid Texas Driver's License without record of suspension or revocation in any State.
- Graduation from high school or GED equivalent
- Possess a current EMT-B or higher certificate at time of appointment.
- Obtain a Class B Driver's License within ninety (90) days of hire.

Prior Experience

- Previous firefighting/EMS experience preferred.

Language Requirements

- Bilingual: Spanish and English preferred.

Tools and Equipment Used

Fire apparatus, fire pumps, hoses and other standard firefighting equipment; power tools such as chain saws and hydraulic spreaders and cutters; hand tools, ladders, first aid equipment, radio, pager, personal computer, phone and water rescue devices.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to two-hundred (200) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards



associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, liquid chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quite in the office settings, and very loud at an emergency scene.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____





CITY OF SOUTH PADRE ISLAND

4601 PADRE BLVD.

SOUTH PADRE ISLAND, TX 78597

(956) 761-6456 FAX: (956) 761-3888

APPLICATION FOR EMPLOYMENT

The City strives to comply with state and federal laws regarding discrimination based on race, age, creed, color, sex, religion, national origin, disability, political affiliation or veteran status.

Name: _____ Social Security #: _____ Date: _____

Mailing Address: _____
Street/ PO Box City State Zip

Physical Address: _____
Street City State Zip

Telephone (home): _____ (mobile): _____

Email: _____

POSITION APPLIED FOR: _____ **When can you start?** _____

Are you over 18 years old? ☐ Yes ☐ No

Are you authorized to work in the United States on an unrestricted basis? ☐ Yes ☐ No

How did you learn of this opening? _____

Have you worked here before? ☐ Yes ☐ No

Are you related to any elected official or employee of the City? ☐ Yes ☐ No

If yes, give person's name, department (if applicable) and relationship to you: _____

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? ☐ Yes ☐ No

Can you perform the essential functions with or without reasonable accommodation? ☐ Yes ☐ No

The City of South Padre Island has adopted a drug and alcohol policy to maintain a drug-free workplace. Any applicant applying for employment with the City will be required to submit to testing for illegal drug use prior to employment. Employment will be contingent upon a negative drug test result. Will you submit to drug testing? ☐ Yes ☐ No

Have you ever been convicted, or pled guilty or pled no contest to a felony offense? ☐ Yes ☐ No If yes, please explain.

Important: For purposes of employment with the City of South Padre Island, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Edu.				

List all licenses and certificates you may hold such as drivers, electricians, etc.

TYPE	NUMBER	EXPIRATION

If additional space is needed, please use reverse side of page.

ALL INFORMATION IS REQUIRED "SEE RESUME" IS NOT ACCEPTABLE

WORK HISTORY May we contact your present employer? [] Yes [] No

Most Recent Employer	Address	Telephone
Date Started:	Starting salary: \$ per	Starting position:
Date left:	Ending salary: \$ per	Ending position:
Name and Title of Supervisor	Address	Telephone

Description of duties: _____	
Reason for leaving: _____	

Previous Employer	Address	Telephone
Date Started:	Starting salary: \$ per	Starting position:
Date left:	Ending salary: \$ per	Ending position:
Name and Title of Supervisor	Address	Telephone

Description of duties: _____	
Reason for leaving: _____	

Previous Employer	Address	Telephone
Date Started:	Starting salary: \$ per	Starting position:
Date left:	Ending salary: \$ per	Ending position:
Name and Title of Supervisor	Address	Telephone

Description of duties: _____	
Reason for leaving: _____	

Previous Employer	Address	Telephone
Date Started:	Starting salary: \$ per	Starting position:
Date left:	Ending salary: \$ per	Ending position:
Name and Title of Supervisor	Address	Telephone
Description of duties: _____ Reason for leaving: _____		

In addition to your work history, what other experiences, skills or qualifications would especially qualify you for work with the City of South Padre Island? _____

List Three (3) Professional References

Name of Reference	Address, City, State, Zip	Telephone	Occupation

Person to notify in case of emergency: _____ Telephone: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the City to make an investigation of any of the facts set forth in this application.

I agree to immediately notify the City of South Padre Island if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or breach of trust, while my application is pending or during my period of employment if hired.

I understand that employment at this City is at will, which means that either I or the City can terminate the employment relationship at any time, with or without cause or advance notice and in accordance with applicable State Law. As a condition to application for employment and continued employment, I agree to accept and confirm to the City's procedures, guidelines and instructions, including the Alternative Dispute Resolution Program which requires that all employment related disputes be submitted to informal or formal dispute resolution procedures which include mediation and/or arbitration. No manager or representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the guidelines stated in the City's Employee Handbook, either prior to commencement of, or after employment. Any such agreement made by the City Manager must be in writing and must be signed by the City Manager.

Applicant's Signature: _____ Date: _____



Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: _____

Social Security _____ *Date of Birth _____ / _____ / _____

Current Address _____

City/State/Zip _____

Driver's License # _____ State _____

Prospective Employer TOWN OF SOUTH PADRE ISLAND

Applicants Signature _____

** Notary Signature _____ Printed _____

State _____ County _____ Commission Expires _____

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. ** Only when requested

1500 Corporate Circle Ste 16 Southlake TX 76092
817-410-8383 / 800.353.8774 Fax 817-329-9569 / 800.886.6088
www.firstcheck.com support@firstcheck.com

CITY OF



TO : Applicants for Employment

FROM : Town of South Padre Island

RE : ALTERNATIVE DISPUTE RESOLUTION (“ADR”) PROGRAM

SUBJECT : APPLICABILITY OF ADR PROGRAM TO APPLICANTS FOR
EMPLOYMENT

NOTICE TO APPLICANTS

The Town of South Padre Island has an Alternative Dispute Resolution (ADR) Program. **The ADR Program applies to YOU.** The ADR Program requires that all work-related legal Disputes be submitted to an informal dispute resolution process, including mediation, final and binding arbitration, or both.

The ADR Program applies to parties including the town, applicants for employment, employees, and former employees. *Acceptance of the ADR Program is a condition of submitting an application for employment, employment, and continued employment.*

The Town’s ADR Program is enacted pursuant to the *Federal Arbitration Act*, and is approved and for administration by the American Arbitration Association. A copy of the relevant documents is available upon request to company management.

Please note your receipt and acceptance of this memo by signing below, and returning the original copy to management.

NOTE:

ALL APPLICANTS FOR EMPLOYMENT ARE SUBJECT TO THE ADR PROGRAM.

RECEIVED AND ACCEPTED:

Signature of Applicant

Date: _____

Print Name Above

Social Security Number

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